

MIAMI-DADE COUNTY UNIVERSITY

111 N.W. 1ST Street, Suite 2110
Miami, FL 33128
T: (305) 375-5654 F: (305) 375-4138

Employee Relations Department

Career Development Division

Attention: Marcela Diaz
E-mail: Diazmar@miamidade.gov

ENROLLMENT APPLICATION

All classes are offered at:

New Horizons Computer Learning Center

7757 West Flagler Street, Suite 200

Miami, FL 33144

T: (305) 265-7576 ext. 132 F: (305) 265-7572

[Click here for a map to location with directions](#)



Instructions:

- Request approval from supervisor or authorizing signature.
- Complete Section 1 (Employee Information).
- Complete Section 2 (Class Enrollment Request).

Very Important Note:

- Incomplete applications will be returned to employee.
- Applications should be mailed interoffice or faxed to listed above.
- Your enrollment is not final until you have been notified by the Employee Relations Department.

Section 1		Section 2		
		1 2 3		
Last Name First Name		Course Name and Version Course Level (Circle One)		
Social Security Number				
Department/Division/Locator # (DDL)		/ / 2003 / / 2003		
		Start Date End Date		
Work Address				
Work Telephone Number, Beeper or E-mail Address		Immediate Supervisor's Name		
Current Classification		Immediate Supervisor's Telephone Number		
INDEX CODE (letters and numbers):				
Application(s) missing the index code WILL NOT be processed.				

Please Read – Terms of Participation – Please Read

Cancellation and No show Policy

You must notify the Employee Relations Department no later than four (4) business days in advance of a scheduled class if you need to cancel or reschedule your reservation. Your department will be responsible for charges if a proper cancellation is not made.

Course Prerequisites

All of the intermediate and advance level courses build upon skills developed in earlier classes. It is important that the course prerequisite be completed or mastered before moving on to the next level class. See the course description for a complete course outline and recommended prerequisites. You may also contact New Horizons (Yoly Martinez-305-265-7576 x 132) with questions about prerequisites. You are responsible for ensuring that you have met the prerequisites for any course you want to take.

Course Attendance

On the day of class, please arrive 15 minutes prior to start time. Should you find yourself running late call the customer service at (305) 265-7576 and alert New Horizons. Please bring a light jacket or sweater because room temperature may vary.

Free Repeat Privilege

New Horizons unconditional Learning Guarantee allows students to retake any desktop application course within six months at no cost. If you would like to repeat a course please call New Horizons directly (Yoly Martinez-305-265-7576 x 132). When repeating you must bring the courseware manual you received.

(PRINT) Authorizing Signature

Authorizing Signature

Approval Date

No one will be admitted to class without a completed application on file. Completed application must be received no later than four (4) business days prior to class date. Applications **MUST** be submitted to Employee Relations Department Career Development Division: 111 NW 1st Street, Suite 2110 Miami.